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OTR STAFF MEETING -- 19 May 1966

1. Project HELPFUL -- (ACTION: [REDACTED] Mr. Richardson attended this 17-18 May program which was the second running of DIA's counterpart of Project USEFUL. Forty of our people and ten or fifteen JCS personnel were present at Arlington Hall. DIA tried to relieve the monotony of constant lectures by short tours, however, there could have been greater selectivity of topics. [REDACTED] was one of the ablest speakers. DTR asked that we make sure we continue to have [REDACTED] speak to our Midcareer Course. Mr. Richardson was much impressed with DIA's strong Plans and Programs activity. Accumulation of a valid data base is one of the problems of OTR. 25X1A

2. SOC - [REDACTED] Al [REDACTED] and the DTR were impressed by the PM exercise. Mr. Richardson said we will make it SOP to invite CS observers for the final SOC exercise. 25X1A

3. Studies in Intelligence. Mr. Richardson and the Studies Group will spend the weekend at [REDACTED] 25X1A

4. DDS STAFF MEETING -- [REDACTED] attended -- Alan Warfield chaired
a. [REDACTED] Task Force. At the DCI Morning Meeting, the DCI asked if we needed a [REDACTED] Task Force. He does not want to be "scooped" in crisis reporting. 25X1A

b. Kaiser Aluminum Pamphlet on Semantics. -- (ACTION: [REDACTED] The DCI found this to be an interesting document and wants an analysis of its value. Agency is getting 500 copies; 200 slated for OTR. The DCI is interested in possibly recommending it for inter-agency use. Mr. Richardson asked that we get a copy of the pamphlet today and get the analysis to the DCI as soon as possible. 25X1A

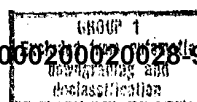
c. Agency Contracts with Universities. Red White is in charge of the study. OTR has reported on this.

d. [REDACTED] Contract (ADP). -- (ACTION: [REDACTED] Mr. Richardson asked that a recapitulation of the program be sent to Warfield and that the DTR receive a list of the OTR people who should go to the 2 June presentation. 25X1A

e. U.S. Savings Bonds. [REDACTED] gave a report on the bond drive: 25X1A

[REDACTED] new participants for a total of \$7,000
[REDACTED] have increased participation to \$1,500
[REDACTED] current buyers, no changes
[REDACTED] not participating

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f. Crisis Management Presentation (Pearl Harbor) -- (ACTION: [REDACTED]) 25X1A
There will be another showing of this on 8 June -- seat allotments will have to be made. Everyone should see this. Mr. Richardson will call on [REDACTED] 25X1A
to explore the possibility of having him present it for a combined OS and Midcareer Group. (This was also mentioned in the DDP Meeting as being very good.)

g. Presidential Letter -- June Spending. The Agency is supposed to reply by 18 May to this 13 May letter. All are enjoined to exercise great care in spending end-of-fiscal-year funds.

h. Personal Overseas Correspondence. Two Support people got into trouble because they discussed official business in personal correspondence. Do not include items of a business nature in your personal correspondence with your friends overseas.

i. Inter-Directorate Briefings. DDS will brief DDS&T in the DCI's Conference Room on 16 June and DDS&T will brief DDS on 21 June in the DDS&T Conference Room. Negotiations still underway for the DDP Briefing for the DDS. It was asked that the briefings be under two and a half hours. Mr. Warfield thought the DDS briefing of the DDI was quite good. The DDS&T Briefing should be along the same lines. The DDP briefing will have to be different because the DDP is aware of our activities.

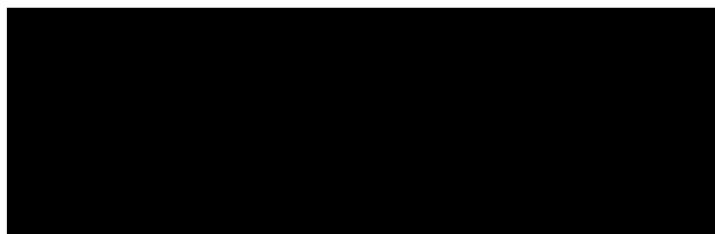
j. Paychecks Sent to Banks. -- (ACTION: ALL) From the Agency point of view this is very desirable because it will be a saving for the Agency. NOTE: Some banks will need a power of attorney to accept your checks. For people under cover, implementation will be delayed about three pay periods.

k. Metropolitan Police Boys Club. This year we will participate on a low-keyed basis in this fund raising drive.

l. Letter of Appreciation to Office of Personnel. [REDACTED] sent to Personnel Division a letter of appreciation for a survey made of FE Division. 25X1A

5. DDP STAFF MEETING -- [REDACTED] attended 25X1A

a. Personnel Assignments



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25X1A 6. Career Trainees. -- (ACTION: [REDACTED]) Of the 31 graduates of [REDACTED] who 25X1A
are available for assignment 4 will go to Africa Division, 4 to WH, 3 to Soviet 25X1A
Bloc, 2 to European Division, 3 to NE, 2 to CA, 2 to FI/SIG, 1 to CI, 1 to [REDACTED] 25X1A
1 to [REDACTED] 4 to FE [REDACTED] 2 to FE/[REDACTED] and 2 to FE/[REDACTED] DTR asked 25X1A
that this be put in the DDS Weekly Report. 25X1A

7. Language Testing. The names of the people who failed to show for two
appointments have been forwarded to the DDP. The problem of people waiting
until the end of the year for testing will be reviewed by the Language Develop-
ment Committee.

25X1A ✓ 8. Visit of Admiral Moore to [REDACTED] (ACTION: DDTR) The visit will take 25X1A
place sometime early in June. [REDACTED] WH 25X1A
for a definite date.

25X1A 9. NPIC Orientation. -- (ACTION: [REDACTED]) This one and a quarter hour
orientation tells about NPIC -- an automated program -- special clearances
25X1A necessary. [REDACTED] has seen it and thinks it is adaptable to certain parts
of our orientation courses. OTR invited to attend next presentation but no date
firm as yet.

25X1A 10. DDS&T Training: Dr. Wheelon is concerned about people coming into
S&T without proper training. [REDACTED] OSI is developing a training
program. They will discuss this with DTR when they have something firm.

25X1A 11. Query from Evening Star. Mr. Stacks of the Evening Star called Ben 25X1A
[REDACTED] requesting information about our off-campus program. Stacks writes
an article each year on off-campus programs. [REDACTED] referred him to George
25X1A [REDACTED] talked with Colonel White and they will release the information
to Stacks.

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12. Programmed Instruction. Matt Baird and ORD have concluded conversations with consultant firms and four or five of the firms will submit proposals by the end of the month. A consultant firm will be hired by the first of June.

25X1A 13. Contact with Universities. [REDACTED] DDI Coordinator of China Activity, inquired whether Registrar had contacts at Stanford U and University of California. [REDACTED] next week.

25X1A 14. Instructor Training. Ops School will use [REDACTED] and Professor [REDACTED] in its instructor training program scheduled 15 July. 25X1A

25X1A 15. Estimative Responsibility of the COS. -- (ACTION: [REDACTED] Lengthy discussion. DTR said this is often the gravest responsibility the COS has and wondered if the COS could be helped by having knowledge of the factors that go into the estimative process. Mr. Richardson asked if [REDACTED] could discuss this in his presentation at the [REDACTED]. 25X1A